



Missouri Department of Elementary and Secondary Education  
Division of Vocational and Adult Education

**Area Vocational School Construction  
Project Survey**

<b>CO-DIST CODE</b>		<b>DISTRICT/COMMUNITY COLLEGE NAME</b>	
<b>AREA VOCATIONAL SCHOOL NAME</b>			
<b>STREET ADDRESS</b>		<b>CITY</b>	<b>STATE</b>
<b>Type of Construction Request:</b> <input type="checkbox"/> New Facility <input type="checkbox"/> Addition to Existing Facility <input type="checkbox"/> Renovation of Existing Facility <input type="checkbox"/> Other (Explain)		<b>Letters of Legislator Support:</b> <input type="checkbox"/> Representative <input type="checkbox"/> Senator	
<b>Fiscal Year (FY) Construction/Renovation Begins</b>		<b>FY</b>	
<b>Fiscal Year (FY) Construction/Renovation Completed</b>		<b>FY</b>	
<b>CONSTRUCTION/RENOVATION COSTS</b>			
	<b>FY</b>	<b>FY</b>	<b>FY</b>
Site Acquisition			
Site Development			
Architectural Fees			
Construction Costs			
Equipment Costs			
Other Costs (Describe)			
Total Cost			
Total State Funds Requested			

**Rationale:** Provide a written description of existing facilities and the limitations of these facilities for the current delivery of vocational education services in the district/community college. Explain how the new construction, additional facilities, or renovation will improve the delivery of vocational education services.

**Description:** Provide a complete description of the new/additional facilities or renovation proposed for funding. Include the vocational programs housed in the facility, square footage, and a detailed floor plan. Description should also include the type of construction, number of classrooms or shops, parking, utilities, roads, etc.

**Funding:** Detail how the district will provide fifty percent (50%) of the total construction costs. Acceptable sources of matching funds are:

- ☐ A bond issue specifically worded to include the area vocational school construction project; or
- ☐ Existing district reserves specifically designated by the local board of education or curators; or
- ☐ Other local donations, such as business and industry; or
- ☐ Other: Please describe in detail

Please describe the details of matching fund sources in the space provided below.

**Local Approval:** I hereby certify that the construction project described herein has been approved by the governing board of the district/community college and assure to the State that matching funds of fifty percent (50%) of the total construction costs will be provided from local sources. The district agrees that funds for this construction project are contingent upon the authorization by the Missouri legislature and approval of the Governor.

Signature of Chief Administrator	Date

Return survey no later than **July 20, 2000** to:

Don Walker, Supervisor  
Administration and Accountability Services  
Department of Elementary and Secondary Education  
P.O. Box 480  
Jefferson City, MO 65102-0480

### **Area Vocational School Construction**

The Department of Elementary and Secondary Education has the authority to request funds for the construction or renovation of area vocational schools. Construction authorized under this authority includes the building of new facilities and additions to or renovation of existing facilities. Construction projects may also include equipment that is built into or permanently attached to the facility.

The process for area vocational school construction is as follows:

Initial Notice: The Division of Vocational and Adult Education will formally request area vocational school construction project surveys from school districts and appropriate community colleges at least once annually.

Area Vocational School Construction Surveys: Each school district or appropriate community college must complete an *Area Vocational School Construction Project Survey* and return it to the Division of Vocational and Adult Education. The survey describes the nature of the construction request, the funding required, and assurances that the district or appropriate community college has the required fifty percent (50%) local matching funds.

State Notification: The Area Vocational School Surveys will be reviewed by appropriate Division staff. An official notification will be forwarded to the district or appropriate community college within 60 days of receipt of the Survey. The notification means the Department of Elementary and Secondary Education will include the request in the budget cycle for the fiscal year following the request year.

Budget Process: The request must go through the legislative process and funds be appropriated. This process includes:

- Inclusion in the Governor's recommendations.
- Introduced and passed by the House of Representatives.
- Introduced and passed by the Senate.
- Truly Agreed To and Finally Passed version of the bill signed by the Governor.
- Funds available July 1 of the next fiscal year.

The Department of Elementary and Secondary Education is responsible for the disbursement of funds. This disbursement is usually done twice during the fiscal year, September and January, with the school payments.

If a construction project extends beyond one fiscal year, a separate budget request must be submitted to the legislature each year for funding. Only one *Area Vocational School Construction Project Survey* must be submitted by the district or appropriate community college for projects which extend over two or more fiscal years.

Final payment for the construction project must include a Construction Form 3, which details all of the project expenditures, including invoice and check numbers. The final determination on matching funds will be based on this document and the district or community college annual compliance audit conducted by an independent auditor.

All equipment purchased with State funds costing more than the state designated amount for inventoried equipment must be incorporated into the district or appropriate community college inventory system and may not be disposed of without the expressed permission of the State.

When the district or community college ceases using an existing facility for providing vocational education under the terms of the original construction of the facility, the district or community college must depreciate the facility following State established guidelines. Funds realized from the depreciation of the old vocational education facility will be reduced from the State share of the construction project.

Questions regarding the construction or renovation of vocational education facilities should be forwarded to Don Walker, Administration and Accountability Services, Division of Vocational and Adult Education, P.O. Box 480, Jefferson City, MO 65102-0480. Phone: (573) 751-8465.

The survey, reimbursement, and other forms are available on the Department's website at <http://www.state.dese.divvoted/index>. These forms will be available as Microsoft Word or PDF documents.